

WITS (Web Infrastructure for Treatment Services).

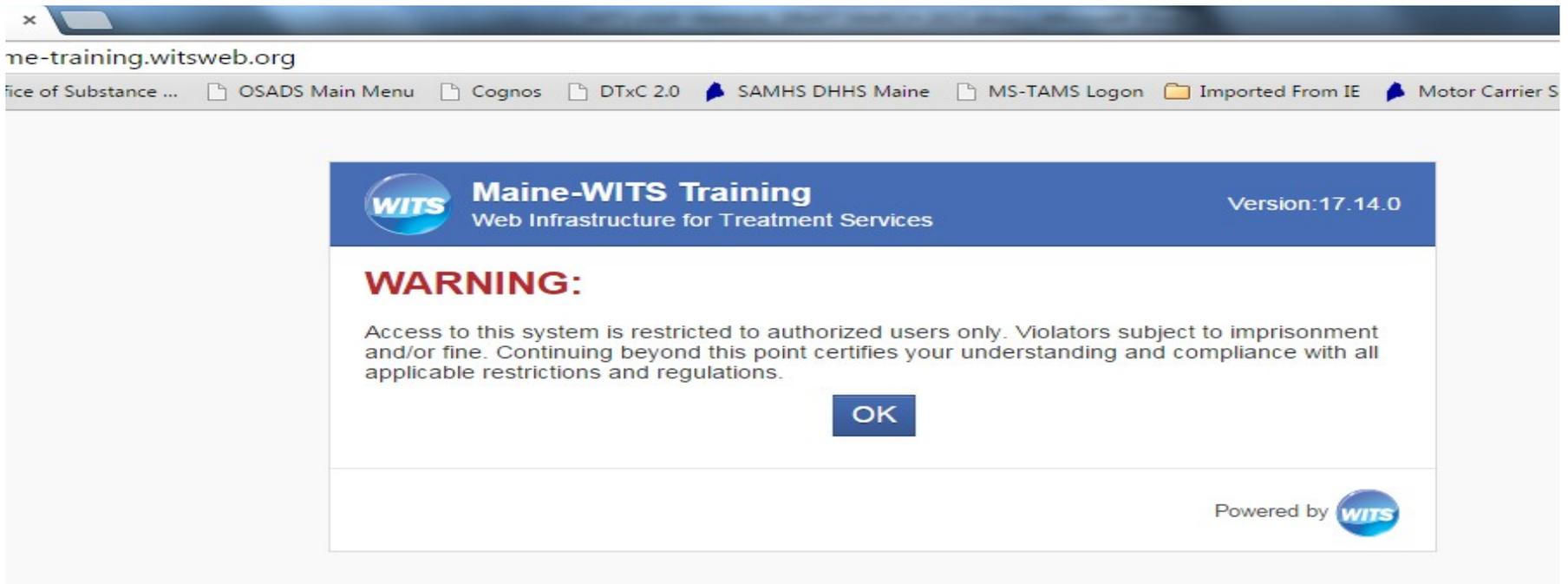
Introduction:

WITS is a full Electronic Health Record (EHR), you are free to use it as such. The Office of Substance Abuse and Mental Health Services - SAMHS only requires the same fields providers used to enter into TDS (Federal TEDS and State TDS) now be entered into WITS (with a few differences)

This manual only covers the required TDS data. Other manuals/tutorials regarding the EHR functionalities are available upon request. All yellow fields in the system in the applicable sections and subsections must be entered before your records are complete and available for TEDS reporting. The intent of this manual is to walk you through the applicable sections and subsections from admission through discharge.

Logging In:

- Step 1: When logging into WITS you will get a warning screen, the screen states that this is a secure site and only registered users have the right to access. <https://me-training.witsweb.org>. Click on OK to bring up the login screen.



Step2: Enter your User ID and password, Click Go

x

tps://me-training.witsweb.org/p#stay

Office of Substance ... OSADS Main Menu Cognos DTxC 2.0 SAMHS DHHS Maine MS-TAMS Logon Imported From IE Motor Carri

**Maine-WITS Training**
Web Infrastructure for Treatment Services Version:17.14.0

Login

User ID

Password

[Forgot your Password/PIN?](#)

Powered by 

Step 3: Enter your PIN, click Go

The screenshot shows a web browser window with the URL `me-training.witsweb.org/p#stay`. The browser's address bar and tabs are visible at the top. The main content area features a blue header with the WITS logo, the text "Maine-WITS Training" and "Web Infrastructure for Treatment Services", and the version number "Version:17.14.0". Below the header is a "Login" section with a horizontal line. The login form contains three input fields: "User ID" with the value "schandler", "Password" with masked characters ".....", and "PIN" with the value "PIN". A tooltip with the text "PIN" is positioned over the PIN input field. Below the PIN field is a blue "Go" button and a link that says "Forgot your Password/PIN?". At the bottom right of the page, it says "Powered by" followed by the WITS logo.

Home Page:

Step 1: Click on Client List to start the TDS Admission process; The client list screen is a search screen; you can search for your client in any of the applicable fields (Historic TDS clients can be searched for using the TDS client ID (DOB and Last four SSNs), enter the TDS client ID in the Provider ID field). An asterisks (*) is a wildcard in the system so if you know that the last name/initial is you can type "C*" and the results return would be any last name starting with a "C".

WITS Home Page, Notice user name and Location (Agency)

The screenshot displays the WITS Home Page in a web browser. The browser address bar shows the URL <https://me-training.witsweb.org/p#stay>. The page header includes the WITS logo and the text "Maine-WITS Training". Below the header, the user information is displayed: "User: Chandler, Stacey" and "Location: Training Agency A, Training Facility A". A red circle highlights this user information. A red arrow points to the "Client List" option in the left-hand navigation menu. The main content area shows a "Home" section with two notification banners: "There are currently 303 people that have been referred in." and "There is currently 1 support ticket with status 'Pending WITS Admin'." Below the notifications, there are three sections: "Announcements", "Alert List", and "Schedule for:". The "Alert List" section contains a table with one row of data.

Actions	Alert Type	Client Name/ID	Applies To Staff	Message	Facility	Date Due
 	Inactive Client	enrolment_detox; F319155NE558110	N/A	Please either enter an encounter for this client or enter a discharge if they have left treatment	Training Facility A	3/24/2015

Step 2: To Add a new Client: click on Add Client (Right hand side of screen)

The screenshot displays the Maine-WITS Training web application. The browser address bar shows the URL <https://me-training.witsweb.org/p#stay>. The page header includes the WITS logo, the text "Maine-WITS Training", and a "Logout" button. Below the header, the user information "User: Chandler, Stacey" and "Location: Training Agency A, Training Facility A" is displayed. The left sidebar contains a navigation menu with options such as "Home Page", "State Waitlist", "Agency", "Group List", "Clinical Dashboard", "Client List", "Client Profile", "Linked Consents", "Non-Episode Contact", "Activity List", "Episode List", "System Administration", "My Settings", "Reports", and "Support Ticket". The main content area is divided into several sections. The "Client Search" section contains a form with fields for Agency (Training Agency A), Facility, First Name, Last Name, SSN, DOB, Maine-WITS Training Client Id, Unique Client Number, Provider Client ID, Treatment Staff, Primary Care Staff, Case Status (All Clients), Intake Staff, Other Number, and Number Type. There are "Clear" and "Go" buttons at the bottom of the search form. Below the search form is the "Client List (Export)" section, which features a table with columns for Actions, Unique Client #, Full Name, DOB, SSN, and Gender. An "Add Client" link is located in the top right corner of this section, indicated by a large red arrow. At the bottom of the page is the "Clients with Consents from Outside Agencies" section, which also features a table with columns for Actions, Agency, Unique Client #, Client Name, DOB, SSN, and Gender.

Step 3: After you select Add Client, the Client Profile page will show. Enter all of the required information (denoted in YELLOW).

Client Profile

17:14:0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A | Generate Report | Snapshot

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Alternate Names
 - Additional Information
 - Contact Info
 - Collateral Contacts
 - Other Numbers
 - History
 - Allergies
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Episode List
- System Administration
- My Settings
- Reports
- Support Ticket

Profile

First Name Provider Client ID

Middle Name Unique Client Number

Last Name State Client ID

Gender Record Created By

DOB Last Updated By

SSN Created Date

Last Updated Date

Driver's License

Consent Decree?

Has paper file

Administrative Actions

Cancel Save Finish →

Alternate Names Add

Actions	Last Name	First Name	Middle Name	Client Alias Type

Addresses Add

Actions	Address Type	Address	Confidential	Created	Updated

PLEASE NOTE – Full names are not required but the fields can't be blank either. You can enter the full name but if you'd rather not, a first and last initial is sufficient (see below)

The screenshot shows the 'Maine-WITS Training' web application. The user is logged in as 'Chandler, Stacey' at 'Training Agency A, Training Facility A'. The 'Profile' section contains the following fields:

- First Name: S
- Middle Name: (blank)
- Last Name: C
- Gender: 02-Female
- DOB: 03/01/1978
- SGN: 1234
- Provider Client ID: (blank)
- Unique Client Number: (blank)
- State Client ID: (blank)
- Record Created By: (blank)
- Last Updated By: (blank)
- Created Date: (blank)
- Last Updated Date: (blank)
- Driver's License: (blank)
- Consent Decree?: Yes
- Has paper file: Yes

Below the form is an 'Administrative Actions' field. At the bottom of the form are four buttons: 'Cancel', 'Save', 'Finish', and a right arrow. Red arrows point to the 'Save' and 'Finish' buttons.

Below the buttons are two tables:

Alternate Names				Add
Actions	Last Name	First Name	Middle Name	Client Alias Type

Addresses						Add
Actions	Address Type	Address	Confidential	Created	Updated	

Clicking Save or Finish: Clicking “save” will save what you haven’t entered on this screen; clicking finish thinks you’re done so it will bring you back to the main client search screen, clicking the right arrow will bring you to the next screen but it has not saved your work.

Step 4: The next screen “alternate names” collects data that aren’t relevant to TDS so you can click the right arrow again and it will bring up “Additional Information” – this is where Race, Ethnicity and Veteran Status are collected.

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/p#stay>. The page title is "Maine-WITS Training" and the user is identified as "User: Chandler, Stacey". The location is "Training Agency A, Training Facility A". The client ID is "Client: C, S | F319824ZC317100", which is circled in red. The "Additional Information" form includes the following fields:

- Ethnicity (dropdown menu)
- Races (list: 01-White, 02-Black or African American, 03-American Indian or Alaskan Native, 04-Asian, 05-Native Hawaiian or Other Pacific Islander) with right and left arrow buttons
- Selected Races (dropdown menu)
- Special Needs (list: Hearing, Language, Physical, Visual) with right and left arrow buttons
- Selected Special Needs (dropdown menu)
- General Client Comments (text area)
- Sexual Orientation (dropdown menu)
- Religious Preference (dropdown menu)
- English Fluency (dropdown menu)
- Preferred Language (dropdown menu)
- Interpreter Needed (checkbox)
- Veteran Status (dropdown menu)
- Citizenship (dropdown menu)

At the bottom right of the form are buttons for "Cancel", "Save", "Finish", and navigation arrows.

When selecting Race click on the race(s), then click the right arrow to put the race in the selected Races Box. You can select one or many, to select many hold your control button, select the races then click the right arrow to move the selections to the right.

The screenshot displays the 'Maine-WITS Training' web application interface. The browser address bar shows the URL <https://me-training.witsweb.org/p#stay>. The page header includes the WITS logo, the text 'Maine-WITS Training', and a 'Logout' button. Below the header, the user information is displayed: 'User: Chandler, Stacey | Location: Training Agency A, Training Facility A'. A 'Client' dropdown menu shows 'Client: C, S | F319824ZC317100' with a 'Clear Client' button. The main content area is titled 'Additional Information' and contains several form sections:

- Ethnicity:** A dropdown menu with '02-Puerto Rican' selected.
- Races:** A list of race options on the left (03-American Indian or Alaskan Native, 04-Asian, 05-Native Hawaiian or Other Pacific Islander, 99-Other) and a 'Selected Races' box on the right containing '01-White' and '02-Black or African American'. Blue arrows indicate the movement of items between the lists.
- Special Needs:** A list of special needs options on the left (Hearing, Language, Physical, Visual) and an empty 'Selected Special Needs' box on the right. Blue arrows indicate the movement of items.
- General Client Comments:** A text input field.
- Sexual Orientation:** A dropdown menu.
- Religious Preference:** A dropdown menu.
- English Fluency:** A dropdown menu.
- Preferred Language:** A dropdown menu.
- Interpreter Needed:** A dropdown menu.
- Veteran Status:** A dropdown menu with '01-Yes' selected.
- Citizenship:** A dropdown menu.

At the bottom of the form are three buttons: 'Cancel' (red), 'Save' (green), and 'Finish' (blue), along with left and right navigation arrows. The Windows taskbar at the bottom shows the time as 8:28 AM on 3/31/2015.

The complete the client profile click Finish and it will bring you back to the client search screen below:

The screenshot shows the Maine-WITS Training web application interface. The browser address bar displays <https://me-training.witsweb.org/p#stay>. The page header includes the WITS logo, the text "Maine-WITS Training", and a "Logout" button. Below the header, the user information is "User: Chandler, Stacey | Location: Training Agency A, Training Facility A". A red arrow points to the "Client: C, S | F319824ZC317100" field, which is highlighted in blue. Below this field is a "Clear Client" button. A notification banner states "The filter you created has been applied to the client list." The "Client Search" section contains a form with various filters: Agency (Training Agency A), Facility (dropdown), First Name, Last Name (C), SSN, and DOB. Below these are fields for Maine-WITS Training Client Id, Unique Client Number, Provider Client ID, Treatment Staff, Primary Care Staff, Case Status (All Clients), Intake Staff, Other Number, and Number Type. There is an "Include Only Active Consents" checkbox set to "Yes". At the bottom of the search form are "Clear" and "Go" buttons. Below the search form is a "Client List (Export)" section with an "Add Client" button. The client list table has the following data:

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	F119084ZC209100	c, a	1/1/1990	0824	Female
	F319824ZC317100	C, S	3/1/1978	1234	Female

Below the client list is a section for "Clients with Consents from Outside Agencies" with a table structure similar to the one above, but it is currently empty.

Step 5: Hover your mouse/cursor over the pencil to the left of your client so see the different options available. You can either click on **Activity List** here or on the right hand side of the screen.

The Activity List is where you start a new episode of care:

Step 6:

The screenshot shows the 'Client List' page in the Maine-WITS Training system. The browser address bar is <https://me-training.witsweb.org/p#stay>. The page title is 'Client: C, S | F319824ZC317100'. A notification at the top states: 'The filter you created has been applied to the client list.'

The 'Client Search' section includes the following fields:

- Agency: Training Agency A
- Facility: [Dropdown]
- First Name: [Text]
- Last Name: C
- SSN: [Text]
- DOB: [Text]
- Maine-WITS Training Client Id: [Text]
- Unique Client Number: [Text]
- Provider Client ID: [Text]
- Treatment Staff: [Dropdown]
- Primary Care Staff: [Text]
- Case Status: All Clients
- Intake Staff: [Dropdown]
- Other Number: [Text]
- Number Type: [Dropdown]
- Include Only Active Consents: Yes

Buttons: Clear (red), Go (blue)

Client List (Export) [Add Client](#)

Actions	Unique Client #	Full Name	DOB	SSN	Gender
	F119084ZC209100	c, a	1/1/1990	0824	Female
	F319824ZC317100	C, S	3/1/1978	1234	Female

Tooltip menu for the second client:

- Profile
- Activity List**
- Linked Consents

Clients with Consents from Outside Agencies

Actions	Agency	Unique Client #	Client Name	DOB	SSN	Gender
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Step 6: Click on Start New Episode

17.14.0

 **Maine-WITS Training** ☰ Logout

User: Chandler, Stacey | Location: Training Agency A Training Facility A 👁 Snapshot

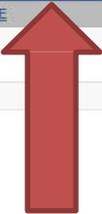
👤 Client: C, S | F319824ZC317100 🗑 Clear Client

- Home Page
- ▶ State Waitlist
- ▶ Agency
- ▶ Group List
- Clinical Dashboard
- ▼ Client List
 - ▶ Client Profile
 - Linked Consents
 - Non-Episode Contact
 - ▶ Activity List
 - Episode List
- ▶ System Administration
- ▶ My Settings
- Reports
- Support Ticket

ⓘ Please select a case, or click Start New Episode. ✕

[Start New Episode](#)

Actions	Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE



Step 7: Intake: Complete all areas highlighted in yellow. The first step on the intake is to designate the staff member working with the client by selecting the “Intake Staff”

The screenshot displays the 'Maine-WITS Training' web application interface. The browser address bar shows the URL 'https://me-training.witsweb.org/p#stay'. The page header includes the 'Maine-WITS Training' logo and a 'Logout' button. Below the header, the user information is displayed as 'User: Chandler, Stacey | Location: Training Agency A, Training Facility A'. The main content area is titled 'Intake Case Information' and contains the following fields:

- Intake Facility:** Training Facility A (highlighted in yellow)
- Intake Staff:** Chandler, Stacey (highlighted in yellow, with a red arrow pointing to it)
- Initial Contact:** (empty field)
- County:** (highlighted in yellow)
- Source of Referral:** (highlighted in yellow)
- Referral Contact:** (empty field with a link to 'Add Collateral Contact')
- Case #:** 1
- Case Status:** Open Active (highlighted in yellow)
- Initial Contact Date:** (empty field with a calendar icon)
- Intake Date:** 3/31/2015 (highlighted in yellow, with a calendar icon)
- Pregnant:** (highlighted in yellow)
- Due Date:** (empty field with a calendar icon)
- Prenatal Treatment:** (empty field)
- HIV Positive:** (highlighted in yellow)
- Hep C Positive:** (highlighted in yellow)
- Injection Drug User:** (highlighted in yellow)
- Shared Needles:** (empty field)
- Problem Area:** (highlighted in yellow)
- Presenting Problem (In Client's Own Words):** (empty text area)

At the bottom of the form, there are two sections for selecting special initiatives and inter-agency services:

- Special Initiative:** A list of options including 'Acquired Brain Disorders', 'Adult with Organic Disorder w/o SED', and 'Adult with Severe and Persistent Mental Illness'. The 'Special Initiative Selected' field is currently empty.
- Inter-Agency Service:** A list of options including 'Child Protective Services (OCS)', 'Court/Legal Interface', and 'DCSF'. The 'Inter-Agency Service Selected' field is currently empty.

The left sidebar contains a navigation menu with the following items:

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
- Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Encounters
 - Notes
 - ASAM
 - Treatment

All of the date fields have “date pickers” which is a calendar that pops up so you can select the date. You can also type in the date.

The screenshot displays the 'Maine-WITS Training' web application interface. The browser address bar shows the URL 'https://me-training.witsweb.org/p#stay'. The application header includes the 'WITS Maine-WITS Training' logo and a 'Logout' button. Below the header, the user is identified as 'User: Chandler, Stacy' and the location as 'Location: Training Agency A, Training Facility A'. A 'Client' dropdown menu shows 'Client: C, S | F319824ZC317100 | 1' with a 'Clear Client' button.

The main content area is titled 'Intake Case Information' and contains the following fields:

- Intake Facility: Training Facility A
- Intake Staff: Chandler, Stacy
- Initial Contact: [Empty]
- County: SC-Sagadahoc
- Source of Referral: 08-DEEP
- Referral Contact: [Empty] (with a link to 'Add Collateral Contact')
- Case #: 1
- Case Status: Open Active
- Initial Contact Date: 3/2/2015
- Intake Date: 3/2/2015
- Pregnant: No
- Due Date: [Empty]
- Prenatal Treatment: [Empty]
- HIV Positive: Yes
- Hep C Positive: No
- Injection Drug User: In Last 6 Months
- Shared Needles: [Empty]
- Problem Area: 01-Substance Abuse Only
- Presenting Problem (In Client's Own Words): [Text Area]

At the bottom of the form, there are sections for 'Special Initiative' and 'Inter-Agency Service' with dropdown menus and navigation arrows.

A red arrow points to the 'Initial Contact Date' and 'Intake Date' fields, which are both set to '3/2/2015'. A red text box next to the arrow reads: '**Defaults to today's date. Make sure you are entering The actual initial contact and intake dates.***'

Scroll to the bottom and click save. Any errors/omitted fields will prompt an error. Errors are denoted in pink/red (see below)

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/p#stay>. The browser's address bar and tabs are visible at the top. On the left side, there is a blue navigation menu with the following items: Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, Client List (with sub-items: Client Profile, Linked Consents, Non-Episode Contact), Activity List (with sub-items: Intake, Tx Team, Screening, Assessments, Admission, Encounters, Notes, ASAM, Treatment, Follow-up, Discharge, Consent, Referrals, Payments, Episode List).

The main content area is titled "Intake Case Information" and contains a form with the following fields and values:

- Intake Facility: Training Facility A
- Intake Staff: Chandler, Stacey
- Initial Contact: (empty)
- County: SC-Sagadahoc
- Source of Referral: 08-DEEP
- Referral Contact: (empty)
- Case #: 1
- Case Status: Open Active
- Initial Contact Date: 3/2/2015
- Intake Date: 3/2/2015
- Pregnant: No
- Due Date: (empty)
- Prenatal Treatment: (empty)
- HIV Positive: Yes
- Hep C Positive: No
- Injection Drug User: In Last 6 Months
- Shared Needles: (empty)
- Problem Area: 01-Substance Abuse Only
- Presenting Problem (In Client's Own Words): (empty text area)

At the bottom of the form, there are two sections for "Special Initiative" and "Inter-Agency Service", each with a list of options and arrows for selection. The "Special Initiative" list includes: Acquired Brain Disorders, Adult with Organic Disorder w/o SED, Adult with Severe and Persistent Mental Illness. The "Inter-Agency Service" list includes: Child Protective Services (OCS), Court/Legal Interface, DCSF, Developmental Disabilities. Below these sections are "Date Closed" and "Cancel", "Save", and "Finish" buttons.

A red error message at the top of the form reads: "Required fields are missing." Two red arrows point to this message and to the "Shared Needles" field, which is highlighted in pink, indicating it is a required field that has not been filled out.

Click Finish (Finish will save what has been entered) and the clients' activity list will show up

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/p#stay>. The page title is "Maine-WITS Training" and the user is logged in as "User: Chandler, Stacey" at "Location: Training Agency A, Training Facility A". The client ID is "Client: C, S | F319824ZC317100 | 1".

The main content area displays the "Client Activity List" for this client. The list contains two entries:

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed

The left sidebar contains a navigation menu with the following items:

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Encounters
 - Notes
 - ASAM
 - Treatment

Step 8: Admission: Click on Admission Under “Activity List”

**Notice you are still in the client profile

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/>. The browser's address bar and tabs are visible. Below the browser, the application interface is shown. The top navigation bar includes the user name 'User: Chandler, Stacey', the location 'Location: Training Agency A', and the facility 'Facility A'. A client profile header shows 'Client: C. S | F319824ZC317100 | 1' and a 'Clear Client' button. The left sidebar contains a menu with the following items: Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, Client List (expanded), Client Profile, Linked Consents, Non-Episode Contact, Activity List (expanded), Intake, Tx Team, Screening, Assessments, Admission, Encounters, Notes, ASAM, Treatment, and Follow-up. Two red arrows point to the 'Activity List' and 'Admission' options in the sidebar. The main content area displays a table titled 'Client Activity List' with the following data:

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed

1--Expand Activity List

2--Select Admission

Step 8a: This will bring up the Admission Profile screen; you need to select the type of admission. Regular admission (for most episode types) and Shelter/Detox (for shelter or detoxification episodes) and the Admission Staff

The screenshot displays the 'Admission Profile' screen in the Maine-WITS Training system. The browser address bar shows the URL <https://me-training.witsweb.org/p#stay>. The user is identified as 'User: Chandler, Stacey' and the location is 'Training Agency A, Training Facility A'. The client information is as follows:

Full Name: C, S	Residence/Borough: Sagadahoc
Referral Source: DEEP	Race: Black or African American, White
Gender: Female	Ethnicity: Puerto Rican
DOB: 3/1/1978	Age: 37

The 'Basis for Decision' section includes several dropdown menus for 'Potential Client for SA', 'Potential Client for MH', and 'Potential Client for TBI'. The 'Est. Duration of TX (days)' is set to 'Treating Here For SA'. The 'Admission Type' is set to 'Regular Admission' (highlighted in yellow). The 'Admission Staff' is 'Chandler, Stacey' (highlighted in yellow). The 'Admission Date' is '3/31/2015' (highlighted in yellow), with a red arrow pointing to it and a red text annotation: '**Defaults to today's date. Make sure you are entering the actual admission date**'. The 'Affected/Co-Dependent' is set to 'No'. The 'Client Reported Health Status' is 'Stable'. The 'MH/MR Diagnosis' is 'Schizophrenia, Paranoid Type'. The 'Education' is 'High School Graduate'. The 'Domestic Violence Survivor?' is 'No'. The sidebar on the left contains the following menu items: Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, Client List (Client Profile, Linked Consents, Non-Episode Contact, Activity List, Intake, Tx Team, Screening, Assessments, Admission Profile, Financial/Household, Youth, Substance Abuse).

Fill in the applicable fields (denoted in Bright and Pale Yellow)

- # of Prior SA Tx Admissions
- # of Prior MH Tx Admission in past 12 months
- # of Prior MH Hospitalizations in Past 2 years
- MH/MR Diagnosis
- Education
- DV Survivor
- #Medical Tx at Physicians Office past 12 Mos
- # Hospital ER Admissions past 12 Mos
- # Medical Hospital Inpatient Adms past 12 Mos
- Self Help Attendance
- # times gambled
- If applicable (not 0 above) Has Gambling Led to problems

The screenshot shows the 'Maine-WITS Training' web application interface. The browser address bar displays 'https://me-training.witsweb.org/p#stay'. The page header includes the WITS logo and 'Maine-WITS Training' text. The user is identified as 'Chandler, Stacey' at 'Training Agency A, Training Facility A'. The client information is 'C, S | F319824ZC317100 | 1'. The 'Admission Profile' section contains the following data:

- Full Name: C, S
- Residence/Borough: Sagadahoc
- Referral Source: DEEP
- Race: Black or African American, White
- Gender: Female
- Ethnicity: Puerto Rican
- DOB: 3/1/1978
- Age: 37

The 'Basis for Decision' section includes several dropdown menus and text inputs:

- Potential Client for SA: [Dropdown]
- Potential Client for MH: [Dropdown]
- Potential Client for TBI: [Dropdown]
- Est. Duration of TX (days): [Text Input]
- Treating Here For: SA [Dropdown]
- Client Type: [Dropdown]
- Admission Type: [Dropdown]
- Admission Staff: Chandler, Stacey [Dropdown]
- Admission Date: 3/31/2015 [Calendar Icon]
- Affected/Co-Dependent: No [Dropdown]

At the bottom, there are several highlighted fields (bright and pale yellow) corresponding to the list on the left:

- # of Prior SA TX Admissions
- # of SA Hospitalizations in Past 6 Months
- # of Prior MH TX Admissions in Past 12 Mo
- # of Prior MH Hospitalizations in Past 2 Yrs
- # of Months Since Last Discharge
- # Medical Tx at Physician/Clinic in Past 12 Mo
- Client Reported Health Status
- MH/MR Diagnosis
- Education
- Domestic Violence Survivor?

Here you can click Save, Finish or use the Right Arrow. I prefer saving each screen so ensure none of my work is lost. After saving click on the Right Arrow to go to the next section, Admission/Financial/Household

Potential Client for MH

Potential Client for TBI

Est. Duration of TX (days) Treating Here For SA

Client Type

Admission Type Admission

Admission Staff Chandler, Stacey

Admission Date 3/31/2015

Affected/Co-Dependent No

of Prior SA TX Admissions 0

of SA Hospitalizations in Past 6 Months

of Prior MH TX Admissions in Past 12 Mo 0

of Prior MH Hospitalizations in Past 2 Yrs 0

of Months Since Last Discharge

Medical Tx at Physician/Clinic in Past 12 Mo 0

Hospital Emergency Room Admissions in Past 12 Mo 0

Medical Hospital Inpatient Admission in Past 12 Mo 0

Other Medical Tx Locations Admission in Past 12 Mo 0

Client Reported Health Status

MH/MR Diagnosis 01-Diagnosed Mental Illness/Disorder

Education 14-Sophomore College

Domestic Violence Survivor? Yes

of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence
01-No attendance in the past month

In your lifetime, how many times have you gambled (bet) with money or possessions?
20-39 Times

Has the money or time that you spent on gambling led to financial problems or problems in your family, work, school or personal life?
No

Cancel Save Finish →

1 2

Step 8b: Admission – Financial and Household section.

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/p#stay>. The browser's address bar shows the client ID: **Client: C, S | F319824ZC317100 | 1**. The page title is **Admission**. The left sidebar contains a navigation menu with the following items: Home Page, State Waitlist, Agency, Group List, Clinical Dashboard, Client List (expanded), Client Profile, Linked Consents, Non-Episode Contact, Activity List, Intake, Tx Team, Screening, Assessments, Admission (expanded), Profile, Financial/Household, Youth, Substance Abuse, Tobacco, Legal, Assmt Scores, ASAM, and Diagnosis. The main content area is titled **Financial Info** and contains the following fields: Employment Status (01-Full Time: >35 Hours), Primary Income Src (01-Wages), Months Emp in Last 6 Months (empty), Expected Payment Src (02-Human Services (other than child, adult prote...)), Employer (empty), Insurance Type (03-Medicare), and Annual Household Income (empty). Below this is the **Other Income Sources** section with a list of sources (00-None, 01-Wages, 02-Retirement) and an 'Other Income Sources Selected' field. The **Household Composition** section includes Household Composition (empty), Marital Status (01-Never Married), Living Arrangement (02-Independent Living, With Others), # of People Living With Client (empty), Relation to Client (Aunt(s), Brother(s), Daughter(s)), and Living with Client (empty). At the bottom, there is a table for **# of Dependents (by Age Group)** with columns for age groups and a dropdown for where the children are while the client was in treatment. The table shows 0 dependents for 0-12 Months, 13-35 Months, 3-5 Years, and 6-12 Years, and 1 dependent for 13-17 Years. A red arrow points to the 'With the Client' dropdown. At the bottom right, there are buttons for Cancel, Save, Finish, and navigation arrows.

The Financial/Household subsection collects the following:

- Employment Status
- Primary Income
- Expected Payment Source
- Insurance Type
- Living Arrangements

****Don't need to match****



****Is now custodial question****



- Marital Status
- # of Dependents in each age group
- (If applicable) Where the dependents are while the client is in Tx

After entering the financial/household information Click Save. The next applicable section is Substance Abuse – after saving click on Substance Abuse in the left hand menu

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse
 - Tobacco
 - Legal
 - Assmt Scores
 - ASAM
 - Diagnosis

Admission

Financial Info

Employment Status: 01-Full Time: >35 Hours
Primary Income Src: 01-Wages
Months Emp in Last 6 Months:
Expected Payment Src: 02-Human Services (other than child, adult prote...
Employer:
Insurance Type: 03-Medicare
Annual Household Income:

Other Income Sources: 00-None, 01-Wages, 02-Retirement
Other Income Sources Selected:

Household Composition

Household Composition:
Marital Status: 01-Never Married
Living Arrangement: 02-Independent Living, With Others
of People Living With Client:

Relation to Client: Aunt(s), Brother(s), Daughter(s)
Living with Client:

of Dependents (by Age Group) If the Client has dependent children, where are the children while the client was in treatment?
0-12 Months: 0
13-35 Months: 0
3-5 Years: 0
6-12 Years: 0
13-17 Years: 1
With the Client

Cancel Save Finish

Step 8c: Admission - Substance Abuse screen

17.14.0

WITS Maine-WITS Training Logo

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Generate Report | Snapshots

Client: C, S | F319824ZC317100 | 1 Clear Client

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse

Admission

Substance Abuse

Rank	Substance	Severity	Frequency	Method	Detailed Drug Code
Primary:	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Secondary:	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]
Tertiary:	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

At what age did the client FIRST use the substances indicated above (if unknown, enter '97')
Primary [Dropdown] Secondary [Dropdown] Tertiary [Dropdown]

of DAYS since LAST use of the substances indicated above:
Primary [Dropdown] Secondary [Dropdown] Tertiary [Dropdown]

of Days Abstinent in Last 30 Days [Input]
of Days in Support Group in Last 30 Days [Input]
of Days Attended AA/NA/Similar Meetings in Last 30 Days [Input]

Other Addictions: Alcohol [Dropdown] Selected Other Addictions [Dropdown]

Medication Assisted Tx? [Dropdown style="background-color: yellow;"]
Pharmacotherapy Planned Yes [Dropdown]

Comments [Text Area]

Cancel Save Finish ← →

← **Doesn't have to be from your agency.**

Select the Primary Substance – you'll notice that some primary substances will automatically fill in the detailed drug code and method (i.e. Alcohol pre-fill some of the other information in for you). Complete all yellow highlighted fields.

Also, if there's no secondary or tertiary, selecting **None** will prefill the associated fields:

17.14.0
WITS Maine-WITS Training
User: Chandler, Stacey | Location: Training Agency A, Training Facility A
Generate Report | Snapshot
Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page
State Waitlist
Agency
Group List
Clinical Dashboard
Client List
Client Profile
Linked Consents
Non-Episode Contact
Activity List
Intake
Tx Team
Screening
Assessments
Admission
Profile
Financial/Household
Youth
Substance Abuse

Admission

Substance Abuse

Rank	Substance	Severity	Frequency	Method	Detailed Drug Code
Primary:	01-Alcohol		03-Once in Last 30...	01-Oral	0100-Alcohol
Secondary:	04-Heroin		08-Daily	04-Injection	0400-Heroin/Morphine
Tertiary:	00-None	N/A	00-Not Applicable	00-Not Applicable	0000-None

At what age did the client FIRST use the substances indicated above (if unknown, enter '97')
Primary: Secondary: Tertiary: 96

of DAYS since LAST use of the substances indicated above: Primary: Secondary: Tertiary:

of Days Abstinent in Last 30 Days
of Days in Support Group in Last 30 Days
of Days Attended AA/NA/Similar Meetings in Last 30 Days

Other Addictions: Alcohol
Selected Other Addictions:

Medication Assisted Tx? Yes
Pharmacotherapy Planned: Yes

Comments:

Cancel Save Finish

The Substance Abuse screen collects:

- Primary, Secondary and Tertiary Substances (generic and detailed drug codes)
- Primary, Secondary and Tertiary Frequency
- Primary, Secondary and Tertiary Ages of 1st Use
- Medication Assisted Treatment Type

Click **Save** and move to the next screen



Step 8d: Admission - TOBACCO

The screenshot shows a web browser window with the URL <https://me-training.witsweb.org/p#stay>. The page title is "Maine-WITS Training" and the user is identified as "User: Chandler, Stacey". The location is "Training Agency A, Training Facility A". The client information is "Client: C, S | F319824ZC317100 | 1".

The main content area is titled "Tobacco / Nicotine" and contains the following form fields:

- Does Client Currently Use Tobacco? (Dropdown menu, highlighted in yellow)
- Smoker Status (Dropdown menu)
- Age of First Use (Text input field)
- In the past 30 days, what tobacco/nicotine product did you use most frequently? (Dropdown menu)
- Other (Please Describe) (Text input field)
- In the past 30 days, how often did you use tobacco/nicotine product(s)? (Dropdown menu)
- Route of Administration (Dropdown menu)

At the bottom of the form are four buttons: "Cancel" (red), "Save" (green), "Finish" (blue), and two circular navigation buttons (left and right arrows).

If no tobacco is used that is the only information on this screen; if tobacco is used other fields will turn yellow and need to be filled in

Browser address bar: <https://me-training.witsweb.org/p#stay>

Navigation tabs: Apps, Juniper, Office of Substance..., OSADS Main Menu, Cognos, DTxC 2.0, SAMHS DHHS Maine, MS-TAMS Logon, Imported From IE, Motor Carrier Servic..., WITS PROD

Version: 17.14.0

Header: **wits Maine-WITS Training** [Menu] Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A [Generate Report] [Snapshot]

Client: C, S | F319824ZC317100 | 1 [Clear Client]

Left Sidebar (Client List):

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
- Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
- Admission
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse

Main Content: Tobacco / Nicotine

Form Fields:

- Does Client Currently Use Tobacco? Yes
- Smoker Status
- Age of First Use
- In the past 30 days, what tobacco/nicotine product did you use most frequently?
- Other (Please Describe)
- In the past 30 days, how often did you use tobacco/nicotine product(s)?
- Route of Administration

Buttons: Cancel, Save, Finish, [Back], [Next]

Home icon: 

- * Age of first use
- * Past 30 day use
- * Route of Administration

Click Save and move to the next screen



Step 8e: Admission - LEGAL HISTORY

https://me-training.witsweb.org/p#stay

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1

Admission

Legal History

Legal Status

- 00-No Legal Involvement
- 01-Probation/Parole
- 02-Furloughed

Selected Legal Status

Domestic Violence Offender? Yes

of Arrests in Lifetime

of Arrests in Past 12 Months 0

of Arrests in Past 30 Days 0

of OUI Arrests in Past 12 Months 0

Will Client Use Tx/Evaluation to Satisfy DEEP Requirements? Yes

DEEP Status Multiple Offender

Cancel Save Finish

Click Save

****Select and use arrows to move items from the left box. To select multiple, hold control.****

Data collected on Legal History Screen:

- Legal Status (it's okay to select more than one)
- DV Offender
- # of Arrest in Past 12 Mos
- # of Arrests in Past 30 Days
- # OUI Arrests Past 12 Most
- Will Client use Tx. Evaluation to satisfy DEEP Requirements (If YES, DEEP Status needs to be filled in)

Click **Save** at the bottom of the Legal History Screen

Step 8f: Program Enrollment (AKA: Level of Care): The last step in the admission process is to add the level of care, in WITS the level of care is referred to as “Program”. Select **Program Enroll** from the left hand menu

The screenshot displays the WITS web application interface. The browser address bar shows the URL <https://me-training.witsweb.org/p#stay>. The left-hand navigation menu is expanded, showing the following options: Clinical Dashboard, Client List, Client Profile, Linked Consents, Non-Episode Contact, Activity List, Intake, Tx Team, Screening, Assessments, Admission, Profile, Financial/Household, Youth, Substance Abuse, Tobacco, Legal, Assmt Scores, ASAM, Diagnosis, Program Enroll (highlighted with a red arrow), Treatment Team, Encounters, Notes, ASAM, and Treatment. The main content area shows a form for a client named "U3-Awaiting Court". The form includes the following fields and values:

- Domestic Violence Offender? Yes
- # of Arrests in Lifetime
- # of Arrests in Past 12 Months 0
- # of Arrests in Past 30 Days 0
- # of OUI Arrests in Past 12 Months 0
- Will Client Use Tx/Evaluation to Satisfy DEEP Requirements? Yes
- DEEP Status Multiple Offender

At the bottom of the form, there are four buttons: Cancel (red), Save (green), Finish (blue), and two navigation arrows (blue).

Then click on Add Enrollment

17.14.0

 **Maine-WITS Training** ☰ Logout

User: Chandler, Stacey | Location: Training Agency A Training Facility A 

 **Client: C, S | F319824ZC317100 | 1**  Clear Client

Home Page

▶ State Waitlist

▶ Agency

▶ Group List

Clinical Dashboard

▼ Client List

▶ Client Profile

Linked Consents

Non-Episode Contact

▼ Activity List

Intake

Tx Team

▶ Screening

▶ Assessments

▼ Admission

Profile

Financial/Household

Youth

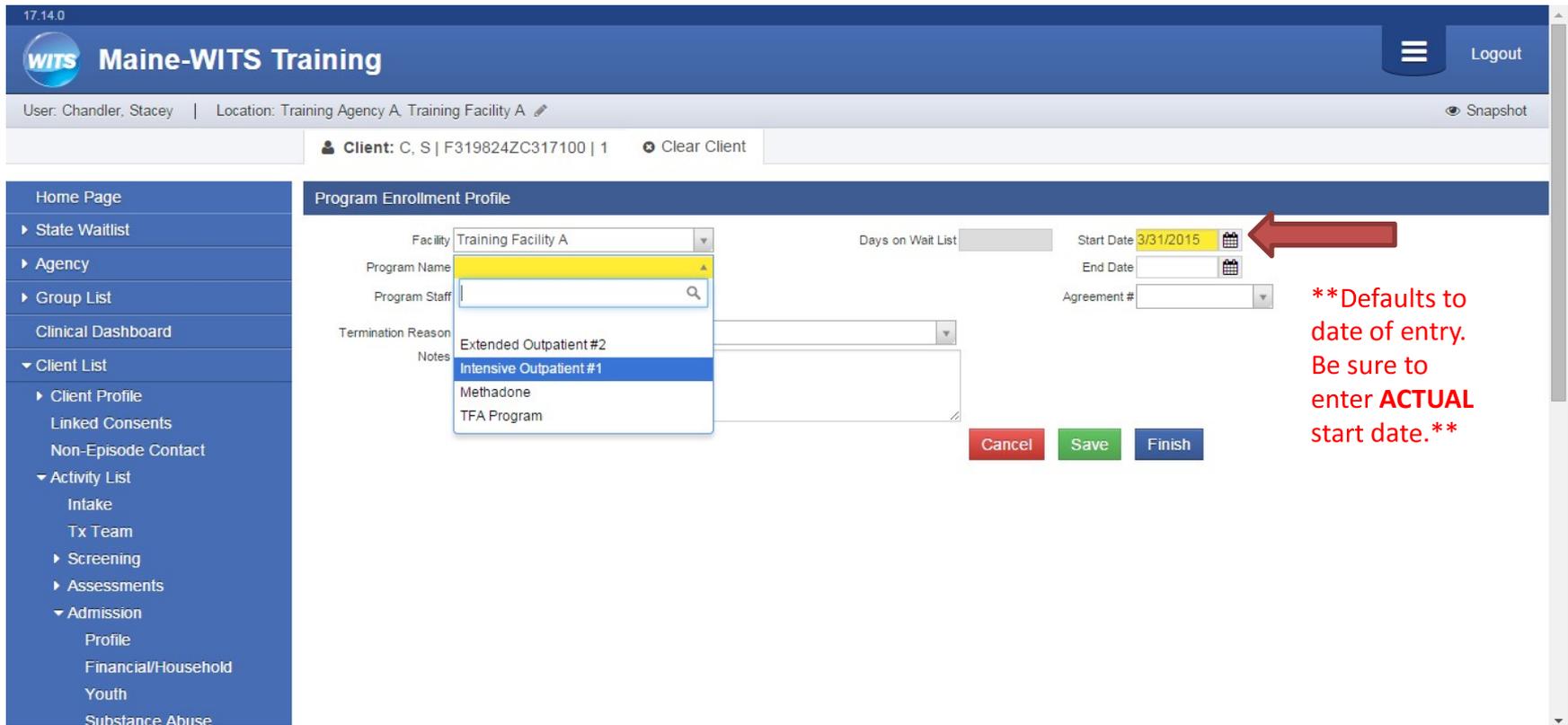
Program Enrollment **Add Enrollment**

Actions	Program Name	Start Date	End Date	Facility	Notes

Finish  

<https://me-trainina.witsweb.org/b#>

Select the Program Name (Level of Care), and the Start Date (1st treatment session).
The date will default to the date of data entry so **be sure to select/enter the actual start date**



17.14.0

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
- Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse

Program Enrollment Profile

Facility: Training Facility A

Days on Wait List:

Start Date: 3/31/2015 

End Date: 

Agreement #:

Program Name:

Program Staff:

Termination Reason:

Notes:

Extended Outpatient#2

Intensive Outpatient#1

Methadone

TFA Program

Cancel Save Finish

****Defaults to date of entry. Be sure to enter ACTUAL start date.****

Once a program is selected the screen will update with some of the information you have entered along the way:

Home Page
▶ State Waitlist
▶ Agency
▶ Group List
Clinical Dashboard
▼ Client List
▶ Client Profile
Linked Consents
Non-Episode Contact
▼ Activity List
Intake
Tx Team
▶ Screening
▶ Assessments
▼ Admission
Profile
Financial/Household
Youth
Substance Abuse
Tobacco
Legal
Assmt Scores
ASAM
Diagnosis
Program Enroll
Treatment Team

This is the initial admission. The enrollment admission status values are collected on Admission screens.

Program Enrollment Profile

Facility: Training Facility A
Days on Wait List:
Start Date: 3/31/2015
Program Name: Intensive Outpatient #1
End Date:
Program Staff: Chandler, Stacey
Agreement #:
Termination Reason:
Notes:

TEDS/NOMS Status at Program Enrollment (3/31/2015)

Enrollment Type: Initial Admission
DSM Diagnosis:

# of Arrests in Last 30 Days: 0	Marital Status: 01-Never Married	Primary Income Src: 01-Wages
Pregnant at Enrollment: No	Living Arrangement: 02-Independent Living, With Others	Expected Payment Src: 02-Human Services (other than child)
Methodone Used as Part of Tx: Yes	Employment Status: 01-Full Time: >35 Hours	Health Insurance: 03-Medicare
Psychiatric Problem in Addition to Alcohol/Drug Problem: 01-Diagnosed Me	Highest Education Level Completed: 14-Sophomore College	

of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month

Primary Drug	Secondary Drug	Tertiary Drug
Drug Type: 01-Alcohol	04-Heroin	00-None
Detailed Drug: 0100-Alcohol	0400-Heroin/Morphine	0000-None
Freq of Use: 03-Once in Last 30 days	08-Daily	00-Not Applicable
Route of Intake: 01-Oral	04-Injection	00-Not Applicable
Age of First Use: 18	20	96

Actions
Complete TEDS/NOMS Disenroll Status [Enroll in Concurrent Program](#)

****Do NOT add An end date****

Click on **Finish** and it brings you back to the program enrollment screen where you can see the enrollment for the client

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse

Program Enrollment Add Enrollment

Actions	Program Name	Start Date	End Date	Facility	Notes
	Intensive Outpatient #1	3/31/2015		Training Facility A	

Finish ← →



Click on “**Finish**” and it brings you back to the Activity List

All of the pieces will say “Completed” – ignore the “Diagnosis Summaries” saying “Not Applicable” – this is functionality within the system, but because it’s not required for Maine its not applicable, you can also ignore “Follow up” on this screen

17.14.0

 **Maine-WITS Training** ☰ Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A 👁 Snapshot

Client: C, S | F319824ZC317100 | 1 🗑 Clear Client

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	Completed
	Client Program Enrollment (Intensive Outpatient #1)	3/31/2015	3/31/2015	Enrollment Completed
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

**** If “In Progress” is displayed, this means the activity is not completed.****

- Home Page
- ▶ State Waitlist
- ▶ Agency
- ▶ Group List
- Clinical Dashboard
- ▼ Client List
 - ▶ Client Profile
 - Linked Consents
 - Non-Episode Contact
 - ▼ Activity List
 - Intake
 - Tx Team
 - ▶ Screening
 - ▶ Assessments
 - ▶ Admission
 - ▶ Encounters
 - ▶ Notes
 - ▶ ASAM
 - ▶ Treatment

If any data are missing in the admission process it would say “In progress” in the “status” column
Next to “In Progress” there’s a “details” link (be sure your pop-up blocker is turned off to use this
functionality)

The screenshot displays the Maine-WITS Training web application. The top navigation bar includes the WITS logo, the text "Maine-WITS Training", and a "Logout" button. Below the navigation bar, the user information "User: Chandler, Stacey" and "Location: Training Agency A, Training Facility A" is shown. A search bar contains the client ID "Client: C, S | F319824ZC317100 | 1".

The main content area features a "Client Activity List" table with the following data:

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	In Progress (Details)
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

A red circle highlights the "In Progress (Details)" link in the table. A red arrow points from this link to a pop-up window titled "Maine-WITS Training - Google Chrome". The pop-up window shows the URL "https://me-training.witsweb.org/p?stateMachineSt...", the client ID "Client: C, S | F319824ZC317100 | 1", and the section "Admission Progress" with a list of missing items:

- Num of Arrests Last 30 Days is missing.
- Domestic Violence Offender is missing.
- "# of OUI Arrests in Past 12 Months is missing.
- Will Client Use Tx/Evaluation to Satisfy DEEP Requirements is missing.
- Legal Status is empty.
- Num Of Arrests is missing.
- Tobacco Use is missing.
- Completed Program Enrollment is missing.

Clicking on “details” will bring up a pop-up box showing you the items that still need to be filled in before it is complete.

Step 9: ENCOUNTERS (Units of Service)

****Prior to discharging the client Encounters (Units) need to be entered. To enter Units click on Encounters**

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

- Home Page
- ▶ State Waitlist
- ▶ Agency
- ▶ Group List
- Clinical Dashboard
- ▼ Client List
 - ▶ Client Profile
 - Linked Consents
 - Non-Episode Contact
 - ▼ Activity List
 - Intake
 - Tx Team
 - ▶ Screening
 - ▶ Assessments
 - ▶ Admission
 - ▶ Encounters 
 - ▶ Notes
 - ▶ ASAM
 - ▶ Treatment

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	3/2/2015	3/30/2015	Completed
	Intake Transaction	3/2/2015	3/31/2015	Completed
	Admission	3/31/2015	3/31/2015	Completed
	Client Program Enrollment (Intensive Outpatient #1)	3/31/2015	3/31/2015	Enrollment Completed
	Follow Up	3/31/2015	3/31/2015	Completed
	Diagnosis Summary	3/31/2015	3/31/2015	Not Applicable

Click on “Add Encounter Record”

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Generate Report Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

No results match your search criteria.

Encounter Search

Start Date: 3/31/2014 End Date: 3/31/2015
Rendering Staff: Service:
Encounter Status: Program:

Clear Go

Encounter List [\(Export\)](#) **Add Encounter Record**

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status

Select the Service (unit code), Enter # of Service Units/Sessions (don't worry about the note type) and the charge per unit.

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Generate Report | Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

- Home Page
- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Encounters
 - Profile
 - Encounter Note
 - Notes

Encounter

Note Type: **Progress Notes**

ENC ID: Created Date:

Service: **Intensive Outpatient**

Program Name: **Training Facility A/Intensive Outpatient#1 : 3/31/2015 -**

Start Date: **03/31/2015** End Date:

Start Time: End Time:

Duration:

Service Location:

Emergency:

Pregnant:

of Service Units/Sessions: **2**

Charge: **100**

Diagnoses for this Service

Primary:

Secondary:

Tertiary:

Rendering Staff: **Chandler, Stacey**

Supervising Staff:

Referring Phys:

****Check the date To make sure it is Correct****

Click on Finish and the encounter is saved

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Generate Report | Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

Encounter Search

Start Date: End Date:

Rendering Staff: Service:

Encounter Status: Program:

Clear Go

Encounter List [\(Export\)](#) Add Encounter Record

Actions	Svc Date	Service	ENC ID	Rendering Staff	Program Name	Status
	3/31/2015	Intensive Outpatient	1187	Chandler, Stacey	Intensive Outpatient #1	Not Released

Step 10: DIS-ENROLL: The next step in the discharge process is to “Dis-enroll” the client from the current program. To do this, go back to the left hand menu and expand the Admission Section by clicking on “Admission” then click on Program Enroll,

Linked Consents
Non-Episode Contact
▼ Activity List
Intake
Tx Team
▶ Screening
▶ Assessments
▶ Admission **1**
Profile
Financial/Household
Youth
Substance Abuse
Tobacco
Legal
Assmt Scores
ASAM
Diagnosis
2 Program Enroll
Treatment Team
▶ Encounters
▶ Notes
▶ ASAM
▶ Treatment
▶ Follow-up

Est. Duration of TX (days) Treating Here For SA
Client Type
Admission Type Admission
Admission Staff Chandler, Stacey
Admission Date 3/31/2015
Affected/Co-Dependent No
of Prior SA TX Admissions 0
of SA Hospitalizations in Past 6 Months
of Prior MH TX Admissions in Past 12 Mo 0
of Prior MH Hospitalizations in Past 2 Yrs 0
of Months Since Last Discharge
Medical Tx at Physician/Clinic in Past 12 Mo 0
Hospital Emergency Room Admissions in Past 12 Mo 0
Medical Hospital Inpatient Admission in Past 12 Mo 0
Other Medical Tx Locations Admission in Past 12 Mo 0
Client Reported Health Status
MH/MR Diagnosis 01-Diagnosed Mental Illness/Disorder
Education 14-Sophomore College
Domestic Violence Survivor? Yes
of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence
01-No attendance in the past month
In your lifetime, how many times have you gambled (bet) with money or possessions?
20-39 Times
Has the money or time that you spent on gambling led to financial problems or problems in your family, work, school or personal life?
No

Cancel Save Finish →

Open up the existing enrollment by clicking on **“Review”** which appears when you hover your mouse/cursor over the pencil icon:

17.14.0

WITS Maine-WITS Training Logout

User: Chandler, Stacey | Location: Training Agency A, Training Facility A Snapshot

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission
 - Profile
 - Financial/Household
 - Youth

Program Enrollment Add Enrollment

Actions	Program Name	Start Date	End Date	Facility	Notes
	Intensive Outpatient #1	3/31/2015		Training Facility A	
Review <u>Delete</u>					

Finish ← →



<https://me-training.witsweb.org/p#>

This opens up the existing program enrollment. Select the termination reason and enter the end date

The screenshot shows the 'Program Enrollment Profile' form. A red arrow labeled '1' points to the 'End Date' field. Another red arrow points to the 'Termination Reason' dropdown menu, with the text '**Status at discharge**' next to it. At the bottom, a red arrow points to the 'Complete TEDS/NOMS Disenroll Status' link in the 'Actions' section.

Program Enrollment Profile

Facility: Training Facility A
Days on Wait List:
Start Date: 3/31/2015
End Date:
Program Name: Intensive Outpatient #1
Program Staff: Chandler, Stacey
Agreement #:
Termination Reason:
Notes:

TEDS/NOMS Status at Program Enrollment (3/31/2015)

Enrollment Type: Initial Admission
DSM Diagnosis:
of Arrests in Last 30 Days: 0
Marital Status: 01-Never Married
Primary Income Src: 02-Retirement
Pregnant at Enrollment: No
Living Arrangement: 02-Independent Living, With Others
Expected Payment Src: 01-OSA
Methadone Used as Part of Tx: Yes
Employment Status: 03-Irregular: <17 Hours
Health Insurance: 21-None
Psychiatric Problem in Addition to Alcohol/Drug Problem: 01-Diagnosed Me
Highest Education Level Completed: 14-Sophomore College
of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month

Primary Drug: 04-Heroin
Secondary Drug: 06-Other Opiates and Synthetics
Tertiary Drug: 00-None
Detailed Drug: 0400-Heroin/Morphine
0603-Oxycodone (Percodan)
0000-None
Freq of Use: 08-Daily
06-2-3 days per week
00-Not Applicable
Route of Intake: 04-Injection
03-Inhalation
00-Not Applicable
Age of First Use: 30
28
96

Actions

Complete TEDS/NOMS Disenroll Status [Enroll in Concurrent Program](#)

Cancel Save Finish

Notice at the bottom of the screen under **“Actions”** the **“complete TEDS/NOMS Disenroll Status”** is not clickable yet, after you enter the required information and click on save it becomes a clickable hyperlink.

After you enter the required information and click on save it becomes a clickable hyperlink.

Client: C, S | F319824ZC317100 | 1 Clear Client

This is the initial admission. The enrollment admission status values are collected on Admission screens.

Program Enrollment Profile

Facility: Training Facility A Days on Wait List: Start Date: 3/31/2015
Program Name: Intensive Outpatient #1 End Date: 4/1/2015
Program Staff: Chandler, Stacey Agreement #:
Termination Reason: 02-Treatment is Complete
Notes:

TEDS/NOMS Status at Program Enrollment (3/31/2015)

Enrollment Type: Initial Admission DSM Diagnosis:

# of Arrests in Last 30 Days: 0	Marital Status: 01-Never Married	Primary Income Src: 01-Wages
Pregnant at Enrollment: No	Living Arrangement: 02-Independent Living, With Others	Expected Payment Src: 02-Human Services (other than child)
Methadone Used as Part of Tx: Yes	Employment Status: 01-Full Time: >35 Hours	Health Insurance: 03-Medicare
Psychiatric Problem in Addition to Alcohol/Drug Problem: 01-Diagnosed Me	Highest Education Level Completed: 14-Sophomore College	
# of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month		

Primary Drug	Secondary Drug	Tertiary Drug
Drug Type: 01-Alcohol	04-Heroin	00-None
Detailed Drug: 0100-Alcohol	0400-Heroin/Morphine	0000-None
Freq of Use: 03-Once in Last 30 days	08-Daily	00-Not Applicable
Route of Intake: 01-Oral	04-Injection	00-Not Applicable
Age of First Use: 18	20	96

Actions

[Complete TEDS/NOMS Disenroll Status](#) [Enroll in Concurrent Program](#)

Cancel Save Finish



Click on “Complete TEDS/NOMS Disenroll Status” to go through the discharge process:

Notice that some data are carried over from the admission & disenrollment process, these data can be updated if there were changes, or you can leave the way they are if nothing changed.

17.14.0
WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 Clear Client

TEDS/NOMS Status at Program Disenrollment (4/1/2015)

Disenrollment Type: 02-Treatment is Complete Agreement #

Last Face-to-Face Contact Date: 4/1/2015

Employment Status: 01-Full Time: >35 Hours

Living Arrangement: 02-Independent Living, With Others

of Arrests in the Prior 30 Days

of Times You Have Participated in a Self Help Group in the Last 30 Days

Primary Drug: 01-Alcohol Secondary Drug: 04-Heroin Tertiary Drug: 00-None

Frequency of Use: 00-Not Applicable

Actions: Discharge Client Transfer to another program

Cancel Save Finish

****Click Save****

Data collected on the TEDS/NOMS Status at Program Disenrollment:

- # Arrests in the Prior 30 Days
- # of times you have participated in a Self Help Group in the Last 30 Days
- Frequency of use (for each of the substance)

After clicking "Save" - on the bottom of the screen under Actions you now have an option to "Discharge Client", Click on "**Discharge Client**" to start the discharge process

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 [Clear Client](#)

TEDS/NOMS Status at Program Disenrollment (4/1/2015)

Disenrollment Type: 02-Treatment is Complete Agreement #

Last Face-to-Face: 4/1/2015

Contact Date:

Employment Status: 01-Full Time: >35 Hours

Living Arrangement: 02-Independent Living, With Others

of Arrests in the Prior 30 Days: 0

of Times You Have Participated in a Self Help Group in the Last 30 Days: 01-No attendance in the past month

	Primary Drug	Secondary Drug	Tertiary Drug
Drug Type	01-Alcohol	04-Heroin	00-None
Frequency of Use	02-No Use Past Month	03-Once in Last 30 days	00-Not Applicable

Actions

[Discharge Client](#) [Transfer to another program](#)

[Cancel](#) [Save](#) [Finish](#)

Step 11: DISCHARGE PROFILE

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1

The last encounter date for this client was on 3/31/2015. It could be used as the Last Contact Date.

Discharge Profile

Discharged: 4/1/2015 | Date of Last Contact: []

Discharge Staff: Chandler, Stacey | Discharge Referral: []

Reason: []

"Deliberate" Referrals (Other Than SA Tx): []

of times the client has attended a self-help program in the 30 days preceding the date of discharge from treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence.

Did you recommend a self-help group? [] | Type of Therapy: []

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential	At Intake []	[]	[]
	At Discharge []	[]	[]
2 - Biomedical Conditions and Complications	At Intake []	[]	[]
	At Discharge []	[]	[]
3 - Emotional, Behavioral, or Cognitive Conditions and Complications	At Intake []	[]	[]

Step 11a: Data collection on the Discharge Profile:

- Discharge Referral
- Deliberate Referral to Other than SA Tx
- Did you recommend a self help group
- Type of Therapy

Scroll to the bottom and click **“Save”**, then click on the right arrow to go to the next screen



Step 11b: Data collected on Legal History:

- Legal Status
- # Arrests Prior 30 Days
- # OUI Arrests During Tx

17.14.0

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

▶ State Waitlist

▶ Agency

▶ Group List

Clinical Dashboard

▼ Client List

▶ Client Profile

Linked Consents

Non-Episode Contact

▼ Activity List

Intake

Tx Team

▶ Screening

Discharge

Legal History

Legal Status

01-Probation/Parole

02-Furloughed

03-Awaiting Court

Selected Legal Status

00-No Legal Involvement

of Arrests in Prior 30 Days

of OUI Arrests During Tx?

Cancel Save Finish ← →

Click the next arrow to move to the next screen



Step 11c: DISCHARGE: Status Changes Since Admission

Payment Sources

- Pregnant (females only)
- Marital Status
- Living Arrangements
- Employment Status
- Primary, Secondary and Tertiary

- ▶ Admission
- ▶ Encounters
- ▶ Notes
- ▶ Health Insurance
- ▶ Treatment
- ▶ Growth
- ▶ Discharge

- Health Insurance (this will help to capture folks changes in Insurance Coverage)
- County (you can now update county in case a client moves while in tx)
- Where were the dependent children (if applicable)
- Participated in School or Training while in Tx

Participated in School or Training while in Tx?

Cancel Save Finish ◀ ▶ ←



Step 11d: DISCHARGE: SUBSTANCE ABUSE

17.14.0

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

State Waitlist

Agency

Group List

Clinical Dashboard

Client List

Client Profile

Linked Consents

Non-Episode Contact

Activity List

Intake

Tx Team

Screening

Assessments

Admission

Encounters

Notes

ASAM

Treatment

Follow-up

Discharge

Discharge

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	01-Alcohol			01-Oral
Secondary:	04-Heroin			
Tertiary:	00-None	N/A	00-Not Applicable	00-Not Applicable

Was Methadone Maintenance Part of TX?

Medication Assisted Tx?

Discharge Parameters

Discharge Status: Treatment	Has the degree of presenting physical or psychological dependence on the alcohol and/or other drug substance(s) improved at discharge based on documentation in the Client's record?
Post-Discharge Case Management	MH/MR Diagnosis
Prognosis	Was MH Service Received
Was a family member involved	Psychiatric Follow-up
Was Concerned Person Involved	How many psychiatric admissions to a hospital did the Client have during Tx?
Codependent/Collateral	

Cancel Save Finish

Click save then next when complete

Data collected at Discharge: Substance Abuse

- Frequency of Use
- Medication Assisted Treatment
- Has the degree of presenting physical or psychological dependence on the alcohol and/or other drug substances improved at discharge?
- MH/MH
- How many psych admissions to a hospital did the client have during Tx?

Step 11e: DISCHARGE: Tobacco/Nicotine

17.14.0

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 ✖ Clear Client

Home Page

▶ State Waitlist

▶ Agency

▶ Group List

Clinical Dashboard

▼ Client List

▶ Client Profile

Linked Consents

Non-Episode Contact

▼ Activity List

Intake

Tx Team

Tobacco / Nicotine

Does Client Currently Use Tobacco?

Smoker Status

Age of First Use

In the past 30 days, what tobacco/nicotine product did you use most frequently?

Other (Please Describe)

In the past 30 days, how often did you use tobacco/nicotine product(s)?

Route of Administration

Cancel Save Finish ← →

Data collected on DISCHARGE: Tobacco
Does Client Currently Use Tobacco
(If NO click finish)

If Tobacco Status is Yes:

17.14.0

WITS Maine-WITS Training

User: Chandler, Stacey | Location: Training Agency A, Training Facility A

Client: C, S | F319824ZC317100 | 1 Clear Client

Home Page

- State Waitlist
- Agency
- Group List
- Clinical Dashboard
- Client List
 - Client Profile
 - Linked Consents
 - Non-Episode Contact
 - Activity List
 - Intake
 - Tx Team
 - Screening
 - Assessments
 - Admission

Tobacco / Nicotine

Does Client Currently Use Tobacco? Yes

Smoker Status

Age of First Use 18

In the past 30 days, what tobacco/nicotine product did you use most frequently?

Other (Please Describe)

In the past 30 days, how often did you use tobacco/nicotine product(s)? About 1 pack/can/pouc...

Route of Administration 02-Smoking

Cancel Save Finish



Enter:

- * Age of 1st Use
- * How often (frequency)
- * Route.

Click Finish to Save and Complete the Discharge Process

THIS SCREEN IS THE EQUIVILANCE OF A SUCCESS SCREEN IN TDS – YOU HAVE SUCCESSFULLY DISCHARGED THE CLIENT (FEEL FREE TO DANCE, I WOULD)

The screenshot displays the Maine-WITS Training web application interface. At the top left, the version number '17.14.0' is visible. The header includes the 'WITS Maine-WITS Training' logo and a 'Logout' button. Below the header, the user information 'User: Chandler, Stacey' and 'Location: Training Agency A, Training Facility A' is shown, along with 'Generate Report' and 'Snapshot' options. A client identifier 'Client: C, S | F319824ZC317100 | 1' and a 'Clear Client' button are also present. The main content area features a navigation sidebar on the left with categories like 'Home Page', 'State Waitlist', 'Agency', 'Group List', 'Clinical Dashboard', 'Client List', 'Activity List', and 'Discharge'. The central panel displays the message 'Client is discharged. Do you want to close this case also?' with 'Yes' and 'No' buttons. A red note states: '**NOTE: Once the case is closed, no edits can be made.**'

Frequently Asked Questions

I admitted a client in TDS, why are they not showing up in WITS?

Try searching for the client using limited information. Try searching using JUST the last 4 of the social or JUST the DOB with no spaces or dashes. (ie. 01012001)

- Migrated TDS clients will show up with no name information. (you can change this if you choose in the client profile) Clients migrated from TDS will show up with something like **TDS, 123456** as their first and last name.

- You can also try clearing out all of the client search filters by clicking “clear” and then click “go”. This will bring up the complete list of clients at the facility. (**Note: If there are more than 1000 clients this option will not work**)

- Asterisks is a wildcard. For example, you are wanting to look up John Smith. In the last name field if you enter “Sm*” it will bring up all of the clients with the last names beginning with “Sm”. You can use this option for every field except DOB.

I am trying to discharge my client and the system won't let me.

- First, check the client's activity list. Is it showing that the admission is "in progress"?
 - If yes, click the "details" link to the right of the "in progress" status. Most often you will get the description that "Client Diagnosis" is missing. This is a common issue for many of the TDS clients that were migrated and there is an active support ticket for this issue. For now, the work around is simply adding a diagnosis and re-saving a few pages.
 1. Hover over the pencil for admissions and click review.
 2. In the blue column on the left, find and click on "Diagnosis"
 3. In the "primary" field, type in 000.00 (See next page for screenshot)
 4. Click "Save"
 5. In the blue column to the left, click on "Legal"
 6. Click "Save" and then "Finish"
- This should bring you back to the activity list and show that the admission is now complete. You can now proceed with the discharge.

- Home Page
- ▶ State Waitlist
- ▶ Agency
- ▶ Group List
- Clinical Dashboard
- ▼ Client List
 - ▶ Client Profile
 - Linked Consents
 - Non-Episode Contact
 - ▼ Activity List
 - Intake
 - Tx Team
 - ▶ Screening
 - ▶ Assessments **1**
 - ▼ Admission **2**
 - Profile
 - Financial/Household
 - Youth
 - Substance Abuse
 - Tobacco
 - Legal **4**
 - Assmt Scores
 - ASAM
 - Diagnosis **3**
 - Program Enroll
 - Treatment Team

Client Diagnosis

Primary

Secondary **3**

Tertiary

Axis I	Code	Description	Specifier

Axis II	Code	Description	Specifier

Axis III	Code	Description	Specifier

Axis IV	Code	Description	Specifier

Axis V

[Edit Axis Evaluation](#)

Actions _____

When I try to enter the units it is giving me an error with the number I am entering.

Make sure that you do not add an end date on the encounters page. The only area where you are entering an end date is on the program disenroll.

After I add the client and click finish, it brings me back to the search screen. How to I get back to the client I just added?

You are still in the client's profile. All you need to do now is click on "activity list" in the blue column on the left and start a new episode.

Still have questions?

- For technical assistance or to schedule a training please contact johanna.buzzell@maine.gov
- For all other inquiries please call Substance Abuse and Mental Health Services at (207) 287-2595